

110k 67-0821

14 February 1967

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Biographical Information on Contract Employees

1. I recently investigated an appeal by a contract employee of the Language Training School protesting the Agency's decision not to renew her contract. I found that her personnel file contained only fragmentary biographical information. Although she was employed by us as a teacher, we could not even establish with certainty her area of specialization in college.
2. I asked the Inspector General for a report on the Agency's requirements for submission of pre-employment biographical information on prospective contract employees. He informs me that he has discussed his views with you and that you have directed that a study be made of this subject. I would appreciate receiving from you a report describing the Agency's present practices, together with your recommendations for improvement.

Rufus Taylor
Vice Admiral, U. S. Navy
Deputy Director

cc: Inspector General

Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100021-1
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TO:		Mr. <i>Baherman</i> via <i>teleph</i>
ROOM NO.	BUILDING	
REMARKS:		

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Recommend your signature (2).



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FROM:	
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